



DAYSRING TRUST – NOW NORTHERN LIGHTS LEARNING TRUST

Health & Safety Procedural Arrangements Venerable Bede CE Academy

Northern Lights Learning Trust (NLLT) have adopted all policies pertaining to Dayspring Trust – Ian Ramsey CE Academy and Venerable Bede CE Academy – from 1 February 2023 and will be reviewed in due course.

Ratified by: Board of Directors
Date of review: Autumn Term 2022
Date of next review: Autumn Term 2023

The Dayspring Trust aims to serve its community by providing an education of the highest quality within the context of Christian faith and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. We believe that our Christian values spring from the two great commandments, 'Love God and love your neighbour'. We seek to live this out through the power of the Holy Spirit. St Paul reminds us in Galatians 5.22-23 that the fruit of the Spirit is "Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control". These are also underpinned by the Old Testament injunction to "Do justly, love mercy and walk humbly with our God" Micah 6.8. These values rooted in the Christian Faith come as a package and we aim to embed them in the life of our academies in a worked out way. We recognise that at times we may highlight particular values to bring them into greater prominence within our academies and these are currently the five values of Forgiveness, Hope, Joy, Perseverance and Wisdom. We believe these values to be in accordance with British values springing from our Judeo-Christian roots. Collective worship will play a major and vital part in assisting with this process of embedding these values in the life of our academies.

The Dayspring Trust Members and Directors are aware of their responsibilities in law and are committed to the provision of an excellent education within its academies in accordance with our Anglican foundation. This is embraced in our Dayspring Trust vision statement:

- **Forge a supportive and challenging family of academies**
- **Provide excellent education within a strong Christian community**
- **Resource our pupils for wise and generous living**

In addition, each academy also has its own distinctive mission statement, flowing out from the vision statement of the Dayspring Trust.

At Ian Ramsey CE Academy:

"Together to learn, to grow, to serve."

This is embodied in scripture:

'Each of you should use whatever gifts you have received to serve others, as faithful stewards of God's grace in its various forms.' 1. Peter 4.10

At Venerable Bede CE Academy:

"Soar to the heights together"

This is embodied in scripture:

'But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.' Isaiah 40:31

This policy has been developed to take into consideration our ethos as well as local and national policy and guidance.

Health & Safety Procedural Arrangements

Venerable Bede CE Academy

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Relevant staff applicable to this policy

Lead Practitioner	Jackie Chipp Email: jackie.chipp@venerablebede.co.uk
SEND HLTA	Lindsey Stanley Email: lyndsay.stanley@venerablebede.co.uk
Accident Reporting	Lisa Crawley Email: lisa.crawley@venerablebede.co.uk
Accident Investigation Chief Operating Officer	Lisa Cockburn Email: Lisa.Cockburn@venerablebede.co.uk
H&S Technical Advice	Sunderland City Council Health & Safety Team Lisa Scott (Health & Safety Advisor) Email: Lisa.Scott@sunderland.gov.uk

1. Accident Reporting

Minor accidents/incidents involving pupils (not attributed to school organisation such as lack of supervision, damaged/faulted equipment, hazardous substances or the conditions of the premises) are recorded at a local level using Medical Tracker. All other accidents to employees, visitors and pupils must be reported using the online reporting procedure IR1 through our partner Health and Safety Team, Sunderland City Council. Forms are completed electronically by the Premises & Office Manager and management investigation is carried out by the Chief Operating Officer to verify incidents. Sunderland City Council Health and Safety Team monitor and respond to these accidents directly to the Chief Operating Officer.

2. First Aid

There is a pool of trained first aid staff (see Appendix A) that operate on a duty rota. Any pupil requiring medical attention should be directed to the School Office, if an emergency arises, a qualified first aider should be called by contacting the Reception Desk.

3. Fire: Precautions & Emergency Procedures and Fire Drill Protocol

It is the duty of every member of staff to have read the fire drill protocol, and support the Health & Safety Officer by making sure that safety guidelines are displayed in every area of the school.

The Site Team are responsible to the Health & Safety Officer for ensuring that all approved fire exits are unlocked at the beginning of each day and remain clear at all times.

Testing of fire alarm call points is carried out weekly and must be activated from a different call point on a weekly basis, so that each call point is periodically tested and that the alarm is audible in all areas of the building.

A minimum of one Fire drill per term will be carried out in accordance with the site emergency evacuation plan and the procedure should follow guidelines on the Fire Safety Action Notice.

There are a team of trained Fire Wardens (see Appendix B) within the building with designated areas of responsibility.

New staff, contractors and temporary supply staff are issued with the Fire Evacuation Plan and explanation of fire safety guidance in school.

4. Control of Substances Hazardous to Health (COSHH)

COSHH assessments (following Consortium of Local Education Authorities for the Provision of School Science (CLEAPSS) procedures) will be carried out by the Technician to avoid, or reduce to the lowest level reasonably practicable, the exposure of all persons to substances which may be hazardous to health. Teaching staff in the Science and Design & Technology departments are responsible for following CLEAPSS procedures in lessons with support/advice from the Science/DT Technicians. PPE and training have been provided so that they know how to control risks to health.

The Head of Department receives regular updates of specific risk assessments from the CLEAPSS. This information is held within the department.

The Design & Technology Department/Food Technology and Art use chemicals and substances classified under the COSHH Regulations. All department staff have been provided with specific COSHH Risk Assessments, PPE and training from the Head of Department so that they know how to control risks to health. The D & T Department

COSHH assessments are carried out by the staff in department and overseen by Head of Department (HoD). All D & T staff must read, understand and comply with the COSHH assessments provided for the products, substances and processes involved in their work activities.

The Site Department use chemicals and substances classified under the COSHH Regulations. All department staff have been provided with specific COSHH Risk Assessments, PPE and training so that they know how to control risks to health. Site Department COSHH assessments are carried out by the Site Team and Premises/Office Manager. All Facilities staff must read, understand and comply with the COSHH assessments provided for the products, substances and processes involved in their work activities.

The Catering Department use chemicals and substances classified under the COSHH Regulations. All department staff have been provided with specific COSHH Risk Assessments, PPE and training so that they know how to control risks to health. Kitchen COSHH assessments are carried out by the Lead Cook and Premises/Office Manager. All kitchen staff must read, understand and comply with the COSHH assessments provided for the products, substances and processes involved in their work activities.

Heads of Department are responsible for writing and regularly updating risk assessments. Activities will be recorded and will be subject to regular review in line with their COSHH risk assessment rating.

5. Electricity Safety

All work to fixed mains electrical equipment (e.g. light fittings, plug sockets etc.) will only be carried out by competent Electrical Engineering personnel.

In order that potential problems are identified at the earliest opportunity, all staff must complete pre-checks on all equipment before use. Any items of concern are not used, highlighted immediately to the site team and stored safely for repair or disposal immediately.

An external bi-annual inspection will be carried out on portable equipment.

Every 5 years a full fixed electrical inspection is undertaken by an approved contractor. This is carried out at 20% per annum, as agreed with the Academy insurers.

The Premises/Office Manager will be responsible for maintaining an inventory of all portable electrical equipment. During the summer break, all portable equipment is PAT tested on a bi-annual basis and any obsolete, redundant or defective equipment is removed from service and properly repaired or disposed of.

Staff must not bring electrical equipment from home for use at work, unless it has been subject to satisfactory examination and test.

6. Risk Management

Venerable Bede CE Academy follow guidance from the Health and Safety advisor (Sunderland City Council) and maintain Health and Safety records in the Academy Risk Register. The register includes Hazard Profiles, Training Profiles, Workplace control Measures Audit, Risk Assessments, Local Testing and Inspection Records.

The risk register is audited by Sunderland City Council and paperwork and procedures are reviewed to ensure compliance. Further information can be found in the Health and Safety Policy.

7. Workplace Requirements

For guidance on areas such as temperature, space, toilet facilities, lighting etc. staff should consult the HSE Workplace Health, Safety & Welfare Approved Code of Practice and Guidelines L24 (Second Edition) Published 2013. A copy of the guidance can be found on the HSE website <http://www.hse.gov.uk> and Department for Education (DfE) website : [Advice on standards for school premises.](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/410294/Advice_on_standards_for_school_premises.pdf)
(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/410294/Advice_on_standards_for_school_premises.pdf)

8. Management of Asbestos

The building contains no asbestos and a certificate stating this is displayed in the Reception Area. The site team are aware of, and monitor possible fly-tipping in regard to asbestos risk. The Site Team and other responsible staff have been trained in Asbestos Management.

9. Display Screen Equipment (DSE)

Any member of staff who habitually uses display screen equipment as a significant part of their work is classified as a DSE user. The Chief Operating Officer routinely sends DSE assessments to staff for completion. The Health & Safety Officer will provide regular updates to all staff. Any issues highlighted would be reported to the designated DSE Co-ordinator and the results reviewed by the Chief Operating Officer. Any additional DSE or workstation equipment, subsequent eye tests/remedial works/training requirements resulting from the assessments will be co-ordinated by the Chief Operating Officer.

The Chief Operating Officer also offers information about the risks associated with DSE use and the control of these risks.

10. Manual Handling of Inanimate Objects

Unsafe lifting and handling cause many serious injuries each year in the UK. The school aims to eliminate all manual handling tasks where possible, or reduce the risk to the lowest level reasonable. Where appropriate, staff can assist by considering whether changes can be made to their work organisation (e.g. storage management, use of mechanical aids etc.). Manual Handling training/refresher training is carried out for those staff whose role requires this.

11. Prevention & Control of Legionella

Legionella Testing is carried out by an external company through an SLA from Sunderland City Council who are trained in this process. Checks include a bi-annual risk assessment, monthly temperature monitoring for hot water outlets and quarterly cleaning & disinfection of all showerheads. In addition, a Little Used Outlet Flushing regime is in place and records of flushing checks are maintained by the Site Team following Sunderland City Council guidance. Further information, check sheets and guidance on the control of Legionella can be found in the Health and Safety Folder in the main office.

12. Boiler & Electrical Room Safety & Maintenance of Heating Plant

There is a Service Level Agreement in place with Durham County Council for the servicing and maintenance of the heating plant and gas appliances.

Boiler Plant and Electrical Intake Rooms must not be used as storage areas and are out of bounds to pupils and staff. These areas are identified by safety signage and kept locked at all times.

13. New Staff

All new staff are made fully aware of the Health & Safety Policy during their induction process. This includes procedures in relation to the Fire Drill and COSHH assessments [where appropriate].

14. Visitors

All visitors to the school must report to the Reception Desk at the entrance and sign in using the Inventory system before being issued with a dated visitor's badge/sticker. Personnel not wearing a visitor's badge will be challenged and may be asked to leave. Only visitors with enhanced DBS check in place are allowed to be unescorted in the academy. Visitors are provided with coloured lanyards to reflect their DBS status. Anyone with a red lanyard must not be left alone at any time and will be challenged and escorted to reception immediately.

15. Threats of Violence

Any threat made by pupil, parent or other member of the community should be recorded and made known to the Senior Leadership Team. An accident/incident reporting form should be completed in all cases with the Premises/Office Manager. Where any person feels an immediate threat of violence, that person should dial 999 and request police attendance. Guidance on can be found here: [Controlling access to school premises](https://www.gov.uk/government/publications/controlling-access-to-school-premises/controlling-access-to-school-premises). (<https://www.gov.uk/government/publications/controlling-access-to-school-premises/controlling-access-to-school-premises>)

16. Public Performances/Assemblies

When there are occasions which attract large gatherings in the school, number limits should be observed and taken into account when planning. The main hall can accommodate a maximum of 666 persons at any given time.

A risk assessment and fire procedure is to be established for those occasions. The Head of Department/SLT is responsible for ensuring all risks are managed in regard to performances/assemblies.

17. Outdoor Education Guidelines & School Trips

The Trust use Sunderland City Council to manage external visits and Evolve management. Staff organising day visits and residential activities must be aware of the Sunderland City Council's document External Visits - Code of Practice (December 2011) a copy of which can be found in the Staff Shared folder. The leader of the party is directly responsible to the Headteacher and Local Academy Council for the safety of pupils and staff involved and therefore should take every precaution in reducing risk to the minimum.

Any trip/visit should be logged using the EVOLVE system and considered by SLT before authorisation is given for the trip/event to proceed. The school's trained EVC is Chris Roberts who is available for advice and guidance. The EVC will approve the risk assessment for all trips/visits/events etc.

A list of all pupils/staff taking part in the visit should be given to the Reception Desk before departure along with emergency contact telephone number. A mobile telephone, first aid kits (in appropriate number) and any medication required by pupils should also be taken. The Lead Practitioner will provide care plans and medical risk assessments where required.

18. Minibus Operation

A copy of the Academy Minibus Policy and procedure can be found in the Staff Shared folder.

19. Lone Working and Personal Safety

The Academy follow the guidance from Sunderland City Council's Health & Safety Lone Working Code of Practice and Guidance. A copy of which can be found in the Staff Shared/Dayspring Trust Policies/Health and Safety folder. A Lone Working Risk Assessment can also be found in the risk register folder.

20. Work at Height

The Academy follow the guidance from Sunderland City Council on Working at Height. A copy of which can be found in the Staff Shared/Dayspring Trust Policies/Health and Safety folder. A Work at Height Risk Assessment can also be found in the risk register folder.

Work at Height training is carried out online using the Sunderland City Council Schools Hub. Certificates are maintained for records.

21. Food Safety

The Academy follow the guidance Sunderland City Council Health & Safety Food Safety Practice and Guidance. A copy of which can be found in the Staff Shared folder. A Food Safety Risk Assessment can also be found in the risk register folder.

22. Infection Control

The Academy follow the guidance Sunderland City Council Health & Safety Infection Control procedure, spillage policy and protocol. The academy has an Infection Control Risk Assessment and follow Public Health England guidance on infection control in school. A copy of guidance and policies can be found in the Staff Shared folder.

An Infection Control Risk Assessment and cleaning procedure can also be found in the risk register folder.

23. Medication in School

The Academy follow Department for Education (DfE) guidance in regard to Administering Medication in Schools and have a Supporting Pupils with Medical Conditions Policy which is reviewed annually by the Chief Operating Officer. Staff are trained to administer prescribed medication and refresher training is taken every three years. The Lead Practitioner is responsible for all medication in school. Strategic oversight of medication in school is managed by the Chief Operating Officer.

24. Lifting Operations and Lifting Equipment

The Academy follow the guidance provided by Sunderland City Council Health & Safety team regarding Lifting Operations and Lifting Equipment. The academy has moving and handling pupils, LOLER and lifting equipment inspections and assessments in place. A copy of guidance and policies can be found in the Staff Shared folder.

25. Provision & Use of Work Equipment

The provision and use of work equipment 1998 (PUWER) place duties on people and companies who own, operate and have control over work equipment.

PUWER requires that equipment provided for use at work is:

- suitable for the intended use

- safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate
- used only by people who have received adequate information, instruction and training
- accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include guarding, emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.

The school follow the Sunderland City Council guidance on Use of Work Equipment. Information and guidance can be found in the Staff Shared folder.

26. Science/Design Technology and CLEAPSS

The school follow the guidance provided by Sunderland City Council's Health & Safety team regarding Science/DT teaching practice and follow guidance provided by CLEAPSS. The Academy subscribes to the CLEAPSS support service, which provides health and safety, risk assessment and training advice. A copy of guidance, risk assessment and policies can be found in the Staff Shared folder.

27. Traffic Management

The Academy follow the guidance provided by Sunderland City Council's Health & Safety team regarding Traffic Management and the movement of vehicles on the school site. The academy has a traffic management risk assessment in place. A copy of guidance and policies can be found in the Staff Shared folder.

28. Security of the school building

The Academy follow the guidance provided by Sunderland City Council Health & Safety team regarding School Security. The academy have a school security risk assessment and procedure in place. A copy of guidance and policies can be found in the Staff Shared folder.

29. Personal Protective Equipment

The Academy follow the guidance provided by Sunderland City Council Health & Safety team regarding Personal Protective Equipment (PPE). A copy of guidance and policies can be found in the Staff Shared folder.

30. Driving at Work

The Academy follow the guidance provided by the Health & Safety team regarding driving at work. The academy has a procedure, guidance and work instruction for employees using their own vehicle in the course of their work duties. All academy staff receive complementary vehicle business insurance as part of their employment. A copy of guidance and policies can be found in the Staff Shared folder. A copy of the risk assessment is included in the Risk Register.

31. Adverse Weather (Winter Gritting)

The Academy follow the guidance provided by Sunderland City Council Health & Safety team regarding Adverse Weather and Winter Gritting. The academy has a procedure, guidance and work instruction for employees in regard to winter gritting. A copy of guidance and policies can be found in the Staff Shared folder.

32. Technical Advice

If technical advice is required, then any member of staff can contact:

Lisa Scott, Health and Safety Advisor, Sunderland City Council.

Email: Lisa.Scott@sunderland.gov.uk

Appendix A

FIRST AID TEAM

Appointed Person	Lisa Cockburn, Chief Operating Officer
First Aiders	Expiry Date
Dana O'Hara (Kitchen)	18 th October 2022
Ellie Newton	18 th October 2022
Kris Bolam (Science)	18 October 2022
Amy Thompson (PE)	18 October 2022
Rebecca Dunne (Learning Zone)	18 October 2022
Gavin Thompson	11 May 2024
Naomi Kelleher	11 May 2024
Sean Blair	14 July 2024
Mark Green	7 th December 2024
Amber Smith	7 th December 2024
Lisa Crawley	7 th December 2024
Kay Hunter	7 th December 2024
Lisa Crawley	7 th December 2024
Lindsay Stanley	7 th December 2024
Kay Brown	7 th December 2024
David Vincent	7 th December 2024
Diane Thirlwell	7 th December 2024
Julie Johnson	7 th December 2024
Amy Winwood	7 th December 2024
Rachel Higgins	7 th December 2024
Leanne Collier	6 th December 2024
Amanda Chamberlain	6 th December 2024
Diane Spoors	6 th December 2024
Linda Dobson	6 th December 2024
Carol Beaney	6 th December 2024
Lesa Halsall	6 th December 2024
Julie Bishop	6 th December 2024
Debra Davison	6 th December 2024
Lynda Dobson	6 th December 2024
Susan Fiskien	6 th December 2024
Alyson Rodda	6 th December 2024
Donna Stokoe	6 th December 2024
Sandra Young	6 th December 2024

Appendix B

FIRE WARDENS

AREA	FIRE WARDENS
Science (Rooms 29 – 35, Staff Toilet, Lighting Gantry, Pupil Toilets, Offices, Prep Room, NE & SE Disabled Refuge Point)	1. Helen Archer (Rooms 29 – 31, Offices, Prep Room, SE Disabled Refuge Point) 2. Alex Burgess (Rooms 32 – 35, Staff Toilet, Lighting Gantry, Pupil Toilets, NE Disabled Refuge Point)
First Floor Crossover (SLT Suite, Staff Toilets, Staff Room)	1. Tracy Gray / Katrina Durrans (SLT Suite, Staff Toilets, Staff Room)
D & T (Opening of SE Gate, Rooms 8 – 14, Offices, Shower Room, Medical Room, Pupil Toilets, Side Gate)	1. Holly Pestell (Rooms 8 – 9 + LCO office + KRU/TAG Office + Accessible Toilet + Physio Room) 2. Sandra Gooch (Rooms 10 – 14 + Attendance Office + Bede Hall Exam End + Pupil Toilets)
Ground Floor Crossover (LRC, Rooms 25 – 27, Offices, Meeting Room, School Office, Finance Office, First Aid Room)	1. Lisa Crawley (Meeting Room + School Office + First Aid Room + Finance Office) 2. Sally Holt/Laura Brough (LRC + Rooms 25 – 27 + SEND Offices)

<p>Communications (Rooms 15 – 24 + ARC Office + JMA Office + Heads of Year Office + Bede Hall Exam End + NW Pupil Toilets + Disabled Toilet)</p>	<p>1. James MacIntyre (Rooms 15 – 19 + JRE Office + HOY Office + JMI Office + Bede Hall Stage End + NW Pupil Toilets + Disabled Toilet)</p> <p>2. Alicia Rubio (Rooms 20-24, Accessible Toilet, SW Stairwell)</p>
<p>Hall & Bistro (Main Hall, Bede’s Bistro, Servery, Kitchen)</p>	<p>1. Carol Beaney/Diane Spoors (Stage/Dining End of Bede Hall + Bede’s Bistro + Servery + Kitchen)</p>
<p>Humanities & Maths (Rooms 36 – 46, Pupil Toilets, Staff Toilet, Offices, Disabled Toilet, NW & SW Disabled Refuge Points)</p>	<p>1. Gemma Riley / Rota Staff (Rooms 36 – 39 + Pupil Toilets + Staff Toilet + SBA/TVG Office + RDG office + NW Disabled Refuge Point)</p> <p>2. David Johnson (Rooms 40 – 46 + TBU Office + Accessible Toilet + SW Disabled Refuge Point)</p>
<p>Lower Ground Floor (Rooms 1 - 6, Sports Hall, Practice Rooms, Offices, Changing Rooms, Disabled Toilet, Sports Hall, Pupil Toilets)</p>	<p>1. Laura Pallas Pupil Toilets, Rooms 1 - 5, IT/Data Office + PE Office & LPA Office</p> <p>2. Ruth Bonner/Rob Atherton Room 6, Practice Rooms, Changing Rooms, Disabled Toilet & Sports Hall</p>
<p>Learning Zone</p>	<p>1. Rota Staff Learning zone toilets, kitchen, office, classroom.</p>